

## **COMPENSATION AND BENEFITS**

**Annual Salary: \$145,283.16 - \$219,897.84 (MAPP R16)**

The appointee will receive an annual salary, commensurate with qualifications and earning history, as well as an excellent program of benefits that allows employees to choose the benefits that meet their specific needs.

The package includes:

**Retirement Plan** - The successful candidate will be eligible for participation in a contributory defined benefit plan. Details will be provided on request.

Upon retirement, the successful candidate may participate in a retiree healthcare benefits program. Details on the program will be provided upon request.

**Cafeteria Benefit Plan** - The MegaFlex Benefits Plan is a cafeteria plan through which benefits may be purchased using a tax-free County contribution of an additional 14.5% to 17% of the employee's monthly salary. Any portion of the County contribution not used to purchase benefits is paid to the employees as taxable income. Benefits available within MegaFlex Benefits Plan include medical, dental, disability, life and AD&D insurance. (Note: Not applicable to County employees who are currently in Flex.)

**Non-Elective Days** - Ten paid days per year with the option to buy an additional 1 to 20 elective annual leave days.

**Flexible Spending Accounts** - Employees may contribute up to \$200 per month tax-free to a Health-Care Spending Account and \$400 per month tax-free to a Dependent Care Spending Account. The County contributes \$75 per month to the Dependent Care Spending Account.

**Savings Plan (401K)** - Optional tax-deferred income plan that may include a County matching contribution of up to 4% of employee's salary.

**Deferred Compensation Plan (457)** - Optional tax-deferred income plan that may include a County matching contribution of up to 4% of employee's salary.

**Holidays** - Eleven paid days per year.

## **SELECTION PROCESS**

Qualified candidates are invited to submit a statement of interest along with a resume detailing the required experience.

### **Resume packets should include the following:**

Names of schools, colleges or universities attended, dates attended, degrees earned, and field of study. Please enclose verification of degree(s), licenses and certificates together with the resume.

For organizations and programs managed, the name of each employer, job title, size of organization's budget, number and composition of personnel supervised, scope of management responsibilities, functions managed, dates of employment, and salary information.

Each candidate's background will be evaluated on the basis of information submitted at the time of application to determine the level and scope of the candidate's preparation for this position. The resume should include any additional information which the candidate wishes considered.

Information submitted must clearly show that the candidate meets the Minimum Requirements and, if applicable, the Desirable Qualifications of this recruitment announcement.

Only the most qualified candidates, as determined by the screening process, will be invited to participate in the selection process.

The names of the most highly qualified candidates will be submitted to the Executive Officer for final selection.

**NOTE: A background investigation will be completed on the candidate selected for this position.**

### **HOW TO APPLY**

**Send resumes (email preferred) to Alejandra Hinojosa. Resumes will be considered as they are received.**

**Executive Office of the Board of Supervisors**  
HUMAN RESOURCES DIVISION  
Kenneth Hahn Hall of Administration  
500 West Temple Street, Room 374  
Los Angeles, CA 90012  
(213) 974-1421

Email: [BOS-ExecutiveRecruitment@bos.lacounty.gov](mailto:BOS-ExecutiveRecruitment@bos.lacounty.gov)

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**[www.lacounty.gov](http://www.lacounty.gov)**



# **County of Los Angeles Career Opportunity**



## **ASSISTANT EXECUTIVE OFFICER, BOS (UC)**

**Filing Period: June 22, 2016 – Until the needs are met**

**Annual Salary: \$145,283.16 - \$219,897.84 (MAPP R16)**

**THE COUNTY OF LOS ANGELES**

With a population of more than 10 million people, the County of Los Angeles (County) has more residents than any county in the nation, and within its boundaries are 88 cities. It is rich in cultural diversity and home to world-renowned museums, theaters, the nation's motion picture industry, major universities, and numerous five-star restaurants. The mountains, deserts, and the beautiful Pacific Ocean, along with some of the world's finest urban recreational attractions, are freeway close.

The County of Los Angeles is governed by a five-member Board of Supervisors who are elected on a non-partisan basis and serve four-year terms. As the governing body, the Board of Supervisors (Board) serves as both the executive and legislative authority of the largest and most complex county government in the United States. There are thirty-two appointed positions that report directly to the Board. There are also three elected officials (Assessor, District Attorney, and Sheriff), for a total of thirty-five major administrative units or departments that currently serve the needs of the county's residents.

In fiscal year 2015-16, the County has an annual budget in excess of \$26 billion and funding for over 100,000 positions to serve its diverse population.

**THE EXECUTIVE OFFICE OF THE BOARD OF SUPERVISORS**

The Executive Office of the Board of Supervisors provides support services to the Board of Supervisors including preparing the Board's weekly agendas and its statements of proceedings, maintaining the Board's official records, providing information technology support, accounting, procurement, human resources, payroll, facility management and other administrative services. In addition, the Executive Office supports and staffs various County commissions, committees, and task forces. The Department has a budget of \$129 million and includes funding for approximately 400 budgeted positions.

**THE OPPORTUNITY**

This position will report to the Executive Officer of the Board of Supervisors and may act as the Executive Officer in his or her absence; although the specific responsibilities of each Assistant Executive Officer, BOS will differ depending on the divisions managed.

**KEY RESPONSIBILITIES**

Formulates, implements, and enforces administrative or information technology policies for the Department, subject to review by the Executive Officer, Board of Supervisors.

Directs the development, planning, and implementation of Departmental strategic goals and objectives; oversees Deputy Executive Officers (DEO) to identify priorities and resources; and selects, trains, assigns and evaluates the performance of personnel directing activities of the assigned services.

Oversees the collection and analysis of operational performance statistics for the business units and functions within the Department including Executive Office administration, Commission Services, Board Agenda, Assessment Appeals Board (AAB) / Tax Agent Registration, Conflict of Interest (COI), Lobbyist, Information Resource Management, Board Letter Submittal, and special investigation units.

Monitors and reports regularly to the Executive Officer and Board of Supervisors with progress towards achievement of departmental goals and objectives.

Consults and directs Departmental Chief Information Officer (DCIO) with business and technology strategies, and coordinates information systems activities with Deputy Executive Officers, management of other divisions/sections, and other County departments to optimize the use of hardware and software in order to provide conceptual designs, Information Technology governance structure, and cost effectiveness solutions for new systems.

Reviews the analysis of proposed Federal or State legislation and as to their impact on department program services in conjunction with fiscal management and program units.

Assists in the oversight of the planning, preparation and implementation of the Department's long-range Strategic Plan.

Works effectively with a variety of elected officials, departments, advisory groups, commissions and private citizens in order to maintain constructive and cooperative communication.

**KEY RESPONSIBILITIES (Continued)**

Collaborates with the Departmental Chief Information Officer (DCIO) to conduct system and business analysis of business functions in order to research, architect, and develop special technology studies; oversee recommended BOS mission critical system implementation for the organization, provide procedural and functional changes, and benchmarks internal operations against best practices of other agencies and organizations.

Assists with the planning, development, and implementation of the Departmental and County-wide automated information systems including County Equity Oversight Panel (CEOP), Office of Inspector General (OIG), Children's Special Investigation Unit (CSIU), Electronic Board Letter Submittal, Integrated CEO Budget Module (ICBM), AAB, COI, and Lobbyist system for inclusion into the overall budget.

Coordinates the development and makes recommendations on proposed legislation to departmental management.

Participates and directs the evaluation and analysis of current and future data center infrastructure needs, Microsoft Customer Relationship Management (CRM) application development platform, Microsoft Office SharePoint Server (MOSS), public facing website for all business units in order to provide automated systems to ensure achievement of strategic long-range technical requirements, and integrates plans into overall strategic departmental plans.

Effectively oversees the coordination of information for public records requests.

Develops and administers comprehensive strategic plans, goals and policies that would assist in directing the development of changes in organization, staffing, work processes and management information systems to increase effectiveness and efficiency in maximizing revenue and reducing administrative costs.

Directs the development and administration of contractual agreements for services to the Board Offices, Executive Office and client County Departments.

Develops, recommends and implements management concepts, objectives, policies, projects and systems for carrying out the work of the Department and may assume immediate direction of a major department function, as the need occurs.

Assists in directing the preparation of recommendations for the adoption and enactment of amendments to the County Charter and ordinances, resolutions and State and Federal statutes and regulations to provide effective, efficient and economical administration of the department.

**KEY RESPONSIBILITIES (Continued)**

Demonstrates strong management, organizational and leadership skills to create a cohesive, transparent and team-like environment that will assist in coordinating the work of professional and technical personnel.

Assists in directing the preparation of various reports, memos and Board letters for the Board of Supervisors, including reports regarding policy matters and periodic reports concerning accomplishments of the Department.

**MINIMUM REQUIREMENTS**

A Bachelor's Degree from an accredited college or university **and** five years' (5) of progressively responsible experience managing highly complex analytical assignments, two years of which must have been at the level of the Deputy Executive Officer or higher.

**DESIRABLE QUALIFICATIONS**

Extensive experience in management or assisting in the management of a public sector organization. Such management includes directing or assisting in the direction of budget, fiscal, administrative services or Information Technology.

Experience presenting information orally to commissions, boards, or similar organizations.

Experience establishing and maintaining liaison with legislative bodies, a variety of governmental jurisdictions and agencies, public, private, other organized groups and representatives of the media.

Ability to identify issues and use knowledge, facts, and data to effectively resolve the issues.